

**BOARD OF EDUCATION
KENTUCKY DEPARTMENT OF EDUCATION
PREVENTATIVE MAINTENANCE INSPECTION REPORT FOR CONTRACTED VEHICLES**

DATE: ___/___/___

VEHICLE YEAR: _____

VEHICLE COLOR: _____

VEHICLE MAKE: _____

VEHICLE MODEL: _____

LICENSE PLATE EXPIRATION DATE: ___/___/___

DRIVER NAME (PLEASE PRINT): _____

DRIVER SIGNATURE: _____

DRIVER LICENSE #: ___/___/___

DRIVER LICENSE EXPIRATION #: ___/___/___

INSPECTOR NAME (PLEASE PRINT): _____

INSPECTOR SIGNATURE: _____

**AN INSPECTION IS REQUIRED EVERY 30 DAYS
IN THE SPACE FOLLOWING EACH ITEM, PLEASE INDICATE THE CONDITION AS FOLLOWS
(✓) Item Is Acceptable (O) Adjustments Made (N/A) Not On Vehicle (X) Repairs Needed (Write On Work Order)**

TIRES

ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection	32th
Condition		Rack & Pinion		Left Front Depth		
Spare Tire		CV Axles		Right Front Depth		
Tire Balance		Idler Arms		Right Rear Depth		
Lug Nuts & Studs				Left Rear Depth		
Wheels & Rims				ITEM	Inspection	Pressure
Brake Lines				Left Front Air Pressure		
Tire Rod Ends				Right Front Air Pressure		
Shocks, Struts & Ball Joints				Right Rear Air Pressure		
				Left Rear Air Pressure		

LIGHTS

ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
Head Lights		Backup Lights		Front Driver Seatbelt	
Tail Lights		Emergency Lights		Front Passenger Seatbelt	
Brake Lights		License Plate Light		Rear Passenger Seatbelts	
Turn Signals					

SEATBELTS

WINDSHIELD, WINDOWS & WIPERS

ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
Windshield		Windows		Front Windshield Wipers	
Rear Window		Window Controls		Rear Window Wipers	

MIRROR

BUMPERS

BRAKES

ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
Inside Rearview Mirror		Front Bumper		Brakes	
Outside Mirrors		Rear Bumper		Emergency Brake	

INTERIOR

ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
Horn		Heater		Gauges/Instrument Cluster	
Front Defroster		Emergency Equipment		Check Engine/ABS Light	
Rear Defroster		Air Conditioner			

LICENSE, REGISTRATION & INSURANCE

ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
State Driver's License		License Plate		Insurance	

UNDER THE HOOD

ITEM	Inspection Condition	ITEM	Inspection Condition	ITEM	Inspection Condition
Brake Fluid		Oil Leaks		Alternator	
Power Steering Fluid		Antifreeze Leaks		Wiring	
Windshield Washer Fluid		Transmission Leaks			
Battery		Fuel Leaks			
Hoses		Exhaust			
Belts		Strut Tower			

COMMENTS:

**KENTUCKY DEPARTMENT OF EDUCATION
PREVENTATIVE MAINTENANCE CHECKLIST FOR CONTRACTED VEHICLES**

ITEM	WHAT TO CHECK	WHAT TO LOOK FOR
TIRES	Condition	Check depth, wear, signs of weathering, evenly seated, bulges, imbedded objects, cuts, breaks, etc.
	Tread Depth	Check tread depth by a (gauge) 4/32 Front, 2/32 Rear
	Tire Pressure	Check the tire pressure inside the door to verify proper inflation, not to exceed manufacturer recommendation.
	Spare Tire	Spare tire (inflated), jack, lug wrench
	Tire Balance	Check for evidence of balance (weights).
	Lug Nuts & Studs	Check for missing, torque, damage, not to exceed manufacturer recommendation.
	Wheels & Rims	Check for heavy rust, damage, not to exceed manufacturer recommendation.
	Brake Lines	Check for rust or if the brake lines are leaking, bent, crimped, or show any signs of damage.
	Tire Rod Ends	Check for up and down excessive movement, damage, not to exceed manufacturer recommendation.
	Shocks, Struts & Ball Joints	Check excessive movement, leaking, damage, not to exceed manufacturer recommendation.
	Rack & Pinion	Check mounts, leaking, split boots, damage, not to exceed manufacturer recommendation.
	CV Axles	Check leaking, split boots, damage, not to exceed manufacturer recommendation.
	Idler Arms	Check up and down movement, damage, not to exceed manufacturer recommendation.
LIGHTS	Head Lights	Ensure both high and low beams are operational and secured. Check for signs of cracks or condensation.
	Tail Lights	Ensure lenses are intact and tail lights work when turned on (red light).
	Brake Lights	Ensure lenses are intact and brake lights work when brake is applied (red light).
	Turn Signals	Ensure lenses are intact and left and right turn signals blink (red lights in rear and yellow lights in front).
	Backup Lights	Ensure lenses are intact and the left and right backup lights work (white light).
	Emergency Lights	Ensure lenses are intact and left and right turn signals flash at the same time.
	License Plate Light	Ensure lenses are intact and that the light stays on.
SEATBELTS	Front Driver Seatbelt	Check if the seatbelt is missing, frayed or does not secure. (Include shoulder harness during inspection)
	Front Passenger Seatbelt	Check if the seatbelt is missing, frayed or does not secure. (Include shoulder harness during inspection)
	Rear Passenger Seatbelts	Check if the seatbelt is missing, frayed or does not secure. (Include shoulder harness during inspection, may have a center seat belt)
WINDSHIELD, WINDOWS & WIPERS	Windshield	Ensure glass is not cracked, broken or scratched to the degree that impairs vision.
	Rear Window	Ensure glass is not cracked, broken or scratched to the degree that impairs vision.
	Windows	Ensure glass is not cracked, broken or scratched to the degree that impairs vision.
	Window Controls	Ensure the buttons are operational. Ensure the glass moves up when the power window regulator switch of each door is pulled up, and moves down when the switch is pushed down.
	Front Windshield Wipers	Check to make sure both wipers are installed on the vehicle. Ensure windshield wipers work and check the blades for signs of wear.
	Rear Window Wipers	Ensure rear windshield wiper works and check the blade for signs of wear.
MIRRORS	Inside Rearview Mirror	Not cracked, broken or scratched to the degree that impairs vision.
	Outside Mirrors	Not cracked, broken or scratched to the degree that impairs vision.
BUMPERS	Front Bumper	Ensure it is not missing, loose or broken.
	Rear Bumper	Ensure it is not missing, loose or broken.
BRAKES	Brakes	Foot pedal cannot travel more than halfway to floor. Ensure the brake light stays on.
	Emergency Brake	Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot brake, gently press gas pedal and ensure brake holds the vehicle.
INTERIOR	Horn	Ensure horn works properly.
	Front Defroster	Ensure hot air blows out above the dash.
	Rear Defroster	Check light on dash. If winter, ensure it works by allowing the rear windshield to clear up.
	Heater	Ensure heater works properly.
	Emergency Equipment	First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, etc.
LICENSE, REGISTRATION & INSURANCE	State Driver's License	Ensure the driver of the vehicle has a valid driver's license that is not expired or missing.
	License Plate	Ensure license plate is not missing and the registration decal is not expired. Check registration decal to ensure plate is current and matches the license plate number.
	Insurance	Ensure the operator has valid insurance.
UNDER THE HOOD	Brake Fluid	Ensure reservoir is full, clean and not leaking.
	Power Steering Fluid	Ensure reservoir is full, clean and not leaking.
	Windshield Washer Fluid	Ensure reservoir is full, clean and not leaking. (Increased usage during Winter months).
	Battery	Check the color indicator on the battery. Check terminals, clean and tight, battery held down securely. Check signs of leaking or excessive corrosion; or battery lacks cranking capacity to start engine.
	Hoses	Check for any signs of cuts, cracks, leaks, bulges, chaffing or deterioration.
	Belts	Check for tension, cracks or frayed damage.
	Oil Leaks	Check for signs of leaking: Class 1,2,3
	Antifreeze Leaks	Check for leaking or signs of damage.
	Transmission Leaks	Check for signs of leaking: Class 1,2,3
	Fuel Leaks	Check for leaking or signs of damage.
	Exhaust	Check for rust and missing parts. Ensure there are no leaks.
	Strut Tower	Check for rust and missing parts. Ensure there is no damage.
	Alternator	Check output and ensure it is mounted properly .
Wiring	Check for corrosion and damage.	